



State of Indiana
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title
FLEXIBLE WORK ARRANGEMENTS

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
Indiana Code 11-8-5-2	04-03-102 04-03-103	04-03-101 (Eff. Date 9-1-2020 / ED # 20-38)

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish eligibility requirements, procedures, and recommendations for Remote Work and Alternative Work Schedules. This policy and administrative procedure is intended to further Departmental efficiency and responsiveness without sacrificing accountability and the inherent benefits of in-person collaboration.

II. POLICY STATEMENT:

It is the policy of the Department that the performance of duties should be accomplished in the most efficient and responsive manner and with the greatest care in accounting for proper use of public funds. In those circumstances where this can be accomplished in locations other than established State facilities or offices, this policy and administrative procedure authorizes the Department to evaluate and permit the use of alternate locations.

To this end, the Department is establishing policy authorizing remote work and alternative work schedules subject to the guidelines of the State Personnel Department (SPD). This policy considers the purpose of this policy, the needs of the Department, the essential functions of the jobs authorized for remote work and alternative work schedules, and the abilities of affected employees to perform assigned duties in alternate locations. No such policy should result in an adverse financial impact to the Department.

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ALTERNATIVE WORK SCHEDULE:** A work schedule that deviates from the standard 7.5 hours of work per day, for ten days per pay period.

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- B. OFFICE: The State work site location where an employee’s work is normally performed.
- C. REMOTE WORK SITE: A mutually agreed upon remote location where an employee will work.
- D. REMOTE WORK: Performance of assigned work in a location other than the office on specified days/hours via authorized technology.

IV. ELIGIBILITY:

No employee may perform remote work or work an alternative work schedule unless their facility head (or designee) has determined that such work will:

1. Improve or maintain delivery of services;
2. Improve or maintain availability to the public and/or co-workers;
3. Allow for employee work and productivity to be measured and appraised in the same way, or better, as if the employee were working a standard schedule in the office;
4. Have no negative impact on other divisions, functions, or employees;
5. Improve or maintain employee productivity and satisfaction; and,
6. Contribute to hiring and retention of productive and engaged employees.

An employee may be eligible for remote work if their performance, as determined by their supervisor, is satisfactory, they are able to work independently, and their work may be effectively performed remotely.

Employees who have not yet demonstrated, or who are not currently demonstrating, satisfactory performance of their job functions are not eligible for remote work.

Unless approved by SPD, remote work must be performed within the geographical boundaries of the State of Indiana unless travelling for official functions.

V. DEPARTMENT APPROVAL OF REMOTE WORK:

The Commissioner (or designee) may authorize an employee to work remotely up to 15 hours per work week if eligible for remote work.

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1. Division Directors and Facility Heads shall complete State Form 56791, "Remote Work Program Readiness Assessment," to assess the readiness and ability for remote work for their division or facility.
2. Prior to seeking approval for remote work, the employee and their supervisor shall collaborate to complete State Form 56970, "Remote Work Feasibility Worksheet," and State Form 56975, "Remote Work Safety Checklist."
3. If the employee's supervisor, having collaborated with the employee, believes the employee is eligible for remote work and the proposed remote work site is suitable for remote work, they may initiate the process for approval with the Facility Head/Division Director (or designee). The supervisor shall outline clear and quantifiable work productivity standards that directly correlate to the employee's role, responsibilities, and annual goal plan.
4. If the Facility Head/Division Director (or designee) agrees that remote work is suitable, the eligible employee and their supervisor shall complete State Form 56972, "Remote Work Agreement," and forward it along with the completed State Form 56971 to the Facility Head/Division Director (or designee) for recommendation for approval.
5. If the Facility Head's/Division Director's (or designee) recommendation is for approval, they shall forward State Form 56971, 56972 and 56972 with a copy to the Deputy Commissioner / Chief-level Executive supervising the division.
6. The Deputy Commissioner / Chief-level Executive shall make a recommendation and forward to the Commissioner (or designee) for final approval and signature as the Appointing Authority.
7. Supervisors are responsible for maintaining all documents and forms required by this policy and administrative procedure and must forward all remote work assignments to the Human Resources department in their facility for inclusion into the employee's personnel file.
8. Remote work agreements must be reviewed annually and in conjunction with performance appraisals.

Requests to work remotely more than 15 hours per work week will not be approved barring a unique operational or business need of the Department. In the rare case the Commissioner or designee determines the business needs of the Department necessitate the authorization of an employee or division to regularly work more

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than 15 hours per week from a remote work site, the Commissioner or designee may submit a request for additional authorization to the State Personnel Department via email at:

EmployeeRelations@spd.in.gov

VI. GUIDELINES AND OTHER REQUIREMENTS:

A. Employee Participation

1. Remote work is a privilege. A supervisor may terminate authorization for remote work for any employee at any time.
2. Employees authorized to use remote work sites may request to cease using such remote work sites at any time; however, should the needs of the Department require work in a remote work site, affected employees may be required to perform assigned duties at a remote work site.
3. All workplace policies and performance standards applicable in office locations are also applicable in remote work sites.
4. Corrective action may be taken against an employee for failing to comply with the provision of the remote work agreement.

B. Employment

1. The employee's duties, obligations, responsibilities, and conditions of employment with the Department will be unaffected by remote work. Remote Work Agreements shall not be construed to alter the employment relationship.
2. Authorized business expenses must be submitted in accordance with Policy and Administrative Procedure 04-01-102, "Business Expense Reimbursement."
3. The manner in which employees and supervisors account for work performed remotely must allow for a reasonable accounting of an employee's time and productivity. Both the employee and their supervisor are responsible for implementing practices and tools to account for activity and performance. The State provides many tools to accomplish this, including but not limited to remote work logs, Outlook calendars, and PeopleSoft Time and Labor.

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4. Employees authorized to work at a remote work site shall accurately account for their hours worked. When reporting hours through PeopleSoft Time and Labor that were worked remotely, employees must select “Remote Work” from the look up feature for “User Field 5” in addition to reporting the hours as “Regular Work Hours – REG”. Additionally, employees may provide a description of the work performed remotely in a comment field in PeopleSoft Time and Labor.

C. Schedules

1. Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their job duties at the remote work site and, while unable to perform remote work, must use the appropriate accrued leave in accordance with SPD’s Leave policy.
2. Department divisions are encouraged to establish standard, weekly in-person workdays in which all team members report to their office. When there is an assigned in-office workday, employees must use the appropriate accrued leave in accordance with the applicable SPD Leave policy if unable to report to the office on the established in-person workday.
3. Supervisors may agree to allow employees to occasionally deviate from hours and/or schedules as set forth in their Remote Work Agreement. In making such a determination, the supervisor must consider the employee’s productivity and schedule, as well as the business and needs of the Department.
4. Employees shall be available by email, phone, and other communication methods established by their supervisor during working hours.
5. Employees shall be available for online meetings, conference calls, trainings, and other required activities as directed by their supervisor.
6. Where network bandwidth may accommodate it, employees should enable their computer’s camera during all online meetings, conference calls, training, and other virtual activities.

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7. Employees appearing on camera while performing remote work shall adhere to the Department's policies and procedures on dress and grooming.
8. If conditions require the employee's presence at a State office, the employee is to report, even if this occurs during normally scheduled Remote Work Site hours.
9. Except for participating in online meetings and calls, employees are prohibited from conducting meetings in the employee's home.

D. Equipment and Supplies

1. In determining whether an employee is authorized to work from a remote work site, the employee must demonstrate to their supervisor that the location is a suitable replacement for the State-provided location. The supervisor is responsible for determining whether the proposed remote work location is suitable.
2. At a minimum, a remote work site must be safe and have reliable internet access, a State-issued computer (or a personal computer using IOT-approved security technology), and a phone line (either State-issued cell phone, a personal cell phone compliant with IOT policies, or a landline).
3. Department equipment provided to an employee shall remain the property of the State and shall be returned to the Department upon the termination of an employee's participation in the remote work program.
4. The use of equipment, software, data, and supplies is limited to use by authorized person and for authorized purposes related to State business only.
5. Employees shall be responsible for the security of all items furnished by the State.
6. Employees shall report any malfunction in technology or lost or stolen equipment.
7. Employees shall ensure all software and hardware meet IOT standards for access to State backbone, including use of VPN, and that all security procedures and virus/malware protection updates are performed regularly.

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E. Injuries While Performing Remote Work

1. The Department, employee, and supervisor shall follow the State's and the Department's policies for reporting workplace injuries if an employee is injured while working at the remote work site.
2. The Department is not liable for damages to an employee's personal or real property while the employee is working at the remote work site, except to the extent required under Indiana Law.

F. Child/Dependent Care/Personal Business

1. Remote work is not a substitute for child or dependent care.
2. Employees must continue to arrange for child or dependent care to the same extent as if they were working at the office.
3. Employees must refrain from conducting personal business while working for the Department at the remote work site.

VII. APPLICABILITY:

This policy and administrative procedure are applicable to all Department facilities and staff.

signature on file
Robert E. Carter, Jr.
Commissioner

Date